**9.2. Issuance of Endorsement Locational Clearance/ Zoning Clearance for Building Permit**

ABOUT THE SERVICE: Locational Clearance/Zoning Compliance is a declaration that the location of a building or establishment complies with the provisions of the approved zoning ordinance and or the Comprehensive Land Use Plan (CLUP) of the Municipality.

CLIENT GROUPS:

 General public

REQUIREMENTS:

 *Basic Requirements:*

1. copies of any of the following requirements relative to the rights over the land
2. Photocopy of the Certificate of Title ( if registered in the name of the applicant certified by Register of Deeds)
3. In the absence of any existing certificate of title in the name of the applicant, submit:
* Certified true copy of the latest tax declaration
* Pro-forma affidavit to the effect that:
* The applicant is the owner of the property subject of application
* The reason why the property is not yet titled
* That the property is free from liens and encumbrances of the property
* That the property s tenanted
1. In case the property is not registered in the name of the applicant, submit a photocopy of the owner’s certificate of title or in the absence of the title, the tax declaration and pro-forma affidavit as described in item b, and any of the following:
* Duly notarized deed of sale or deed of donation
* Duly notarized contract of lease/option to buy/contract to sell
* Authorization to use subject parcel of land
1. Vicinity map showing the existing land uses within the minimum of 100 meters and 1 kilometer radius from the lot boundary of the project site. (for projects of local and national significance, please refer to n. 5 below)
2. Site development plan showing the project site lot area boundaries and proposed lay-out of improvement therein.
3. Environment Compliance Certificate/Certificate of Non-Compliance (ECC/CNC) from DENR Office

*Additional Requirements:*

1. For LGU’s that have assumed HLURB devolved functions: Zoning certification issued by the HLURB regional officer indicating that the project site is within the area zoned as non-agricultural per approved/ratified CLUP’s and ZO’s.
2. For manufacturing projects: Description of industry citing among others the following:
3. Types and volume of raw materials/chemicals used
4. Products manufactured or stored
5. Average production output/capacity per day/week/month
6. Industrial wastes and plans for pollution control
7. Description of process flow or manufacturing process
8. Manpower requirements
9. 2 copies of bill of materials and cost equipment
10. Specifications ( signed and sealed by civil engineer/architect/owner)
11. a. Location Plan/Vicinity map, site development plan, Perspective with geodetic engineer’s certification of non-encroachment to adjacent/adjoining properties

 b. 1 set building plans

1. For applications filed by authorized representative, Sworn Special Power of Attorney for the representative to file/follow-up application and to claim decision of the application.
2. Other additional documents as may be needed for projects of national significance which require a more exhaustive evaluation.

 *For commercial projects:*

 ECC/NCC shall be required for four (4) storey and above

SERICE SCHEDULES:

 Monday –Friday

 8:00AM-12:ooNoon, 1:00PM- 5:ooPM

FEES/CHARGES:

(a.01) for Residential Uses

 Lot Area Amount

1. 180 sq m or less…………………………………………………………………… P 35.00
2. Over 180 sq m but less than 300 sq m…………………………………………….50.00
3. Over 300 sq m but less than 500 sq m…………………………………………….60.00
4. Over 500 sq m but less than 750 sq m…………………………………………...100.00
5. Over 750 sq m but less than1,000 sq m………………………………………….130.00
6. Over 1,000 sq m but less than 1,500 sq m……………………………………….190.00
7. Over 1,500 sq m but less than 2,500 sq m……………………………………….310.00
8. Over 2,500 sq m……………………..……………………………………………... 500.00

(a.02) For Commercial Uses whether for existing building and structures

 Or for construction purposes.

 Floor Area Amount

1. 30 sq m or less……………………………………………………………………....…….P 60.00
2. Over 30 sq m but less than 60………………………………………..…………..……85.00
3. Over 60 sq m but less than 100 sq m………………………………..………………110.00
4. Over 100 sq m but less than 150 sq m………………………………………………160.00
5. Over 150 sq m but less than 250 sq m………………………………………………260.00
6. Over 250 sq m but less than 500 sq m………………………………………………450.00
7. Over 500 sq m but less than 1,000 sq m…………………………………….………850.00
8. Over 1,000 sq m but less than 1,500 sq m…………………………………..……1,050.00
9. Over 1,500 sq m but less than 2,500 sq m……………………………………..…1,250.00
10. Over 2,500 sq m…………………………………………………………………..………1,600.00

PROVIDED, THAT : in case where the operator of the business establishment merely leases or rents, or there is a change in usage of an existing building or structure or any portion or part thereof, the fees to be charge shall be 60% of the rates of the processing fee prescribed herein above.

(a.03) For Industrial Uses whether for existing or for construction purposes:

1. 150 sq m or less………………………………………………………….………..….……150.00
2. Over 150 but less than 300 sq m……………………………………………………..250.00
3. Over 300 but less than 500 sq m……………………………………………………..350.00
4. Over 500 but less than 1,000 sq m…………………………………….……………..550.00
5. Over 1,000 but less than 2,500 sq m………………………………..………………..850.00
6. Over 2,500 but less than 5,000 sq m………………………………………………..1,600.00
7. Over 5,000 but less than 7,500 sq m………………………………………………..2,100.00
8. Over 7,500 but less than 10,,00 sq m………………………………………………..2,600.00
9. Over 10,000 sq m…………………………………………………….……………………..3,100.00

PROVIDED, THAT : in case where the operator of the business establishment merely leases or rents , or there is a change in usage of an existing building on structure or any portion or part thereof, the fees to be charged shall be 60% of the rates of processing fee prescribed herein above.

(a.04) For Agricultural uses whether for existing building and structures or for construction purposes:

 Floor Area Amount

1. 150 sq m or less……………………………………………………………………..…….60.00
2. Over 150 but less than 300 sq m…………………………………..……….….….180.00
3. Over 300 but less than 500 sq m……………………………………..……..…….220.00
4. Over 500 but less than 1,000 sq m……………………………………….……….470.00
5. Over 1,000 but less than 2,500 sq m…………………………………….………..770.00
6. Over 2,500 but less than 5,000 sq m………………………………..………….1,300.00
7. Over 5,000 but less than 10,000 sq m……………………….…………………2,100.00
8. Over 10,000 sq m…………………………….………………………………………..3,100.00

PROVIDED, THAT : in case where the operator of the business establishment merely leases or rents , or there is a change in usage of existing building on structure or any portion or part thereof, the fees to be charged shall be 60% of the rates of processing fee prescribed herein above.

HLURB ZONING/LOCATIONAL CLEARANCE FEE/S

A. Single residential structure or detached

1. P100,000.00 and below - - - - - -P200.00
2. Over P100,000.00 to P200,000.00 - - - - -P400.00
3. Over P200,000.00 -P500.00 +1/10 of 1% in excess of P200,000.00

B. Apartment/Town Houses

1. P500,000.00 and below - - - - - -P1,000.00
2. Over P500,000.00 to 2 Million - - - - -P1,500.00
3. Over P2 Million - - -P2,500.00 + 1/10 of 1% in excess of P2M regardless of the number of doors

C. Dormitories

1. P2M and below - - - - - - -P2,500.00
2. Over P2 Million - - -P2,500.00 +1/10 of 1% in excess of P2M regardless of the number of doors

D. Institutional

Project cost of which is :

1. Below P100,000.00 - - - - - - -P2,000.00
2. Over P2 Million - - -P2,000.00 +1/10 of 1% in excess of 2M

E. Commercial, Industrial and Agro-industrial

Project cost of which is:

1. Below P100,000.00 - - - - - - -P1,000.00
2. Over P100,000.00- P500,000.00 - - - - -P1,500.00
3. Over P500,000.00- P1M - - - - - -P2,000.00
4. Over P1M- P2M - - - - - - -P3,000.00
5. Over P2M - - - - -P5,000.00 +1/10 of 1 % in excess of P2M

F. Special uses/Special Projects

( gasoline station, cell sites, slaughter houses, treatment plant, etc.)

1. Below P2M - - - - - - - -P5,000.00
2. Over P2M - - - -P5,000.00 +1/10 of 1% in excess of P2M

G. Alteration/Expansion (affected areas/cost only) same as original application

H. UPLR- computation of legal research fee remains at one percent (1%) of every fee charged but shall in no case be lower than P10.00

TOTAL PROCESSING TIME: 1 hour 40 minutes

PROCESS OF AVAILING THE SERVICE:

|  |  |  |  |
| --- | --- | --- | --- |
| Steps Involved | Actions taken | Transaction Time | Persons Responsible |
| 1. Proceed to MPDO and secure checklist of requirements and application form for locational/zoning clearance
 | Issues checklist of requirements and application form | 5 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 2. Fill-out the required application forms  | Instructs client to fill-up the forms. Provides assistance if necessary | 5 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 3. Submit duly accomplished application form together with the supporting documents . | Receives/evaluates the completeness of documents. Advises client on the schedule of site inspection | 5 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 4. Accompany the team during the site inspection.  | Conducts site inspection | 1 hour | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla Officer/staff |
| 5. Secure order of payment and pay at the MTO the necessary fees for the LGU | Issues order of payment | 5 minutes | Janeth C. EscototoCarlo B. MarcaidaMelody T. CApellan |
| 6. Purchase postal money order payable to HLURB for fees pertaining to HLURB and submit to MPDO/zoning. Wait for the notification of decision on the application  | Secures and reviews documents submitted Issues notification of decision on the application | 10 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 7. Proceed to MPDO upon receipt of the notification that a decision on the application has been made  | Informs client on the decision on the application | 5 minutes  | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |
| 8. Receive the approved application for zoning or locational clearance | Issues zoning/locational clearance | 5 minutes | Edelia Q. MaestralRodolfo C. LetadaLarry C. Deinla |